

# **Idaho School for the Deaf and the Blind**

## **Policies and Procedures**

### **Section: 100**

#### **Subsection: Temporary Employee Policy**

**Revised February 05**

**Reference:** Idaho Code 67-5302(33)  
Idaho Code 67-5315(2)  
IDAPA 15.04.01(122)

#### **Purpose:**

The purpose of this policy is to establish procedure for hiring temporary employees. Temporary non-classified employees are defined as staff members hired by the Idaho School for the Deaf and the Blind to assist in departmental work or as substitutes when permanent employees are absent. This includes all staff that does not have an assigned PCN number and are not hired through the Idaho Division of Human Resource register process. Examples are teacher aide, substitute teacher, substitute cottage assistant, part-time maintenance employee, and part-time kitchen employee.

#### **Policy:**

All requests for temporary non-classified employees in any department must be referred through the Human Resources Department and the Director of Financial Services for approval by the Superintendent before the selection process begins. It is the intent of the school to use these employees to the minimum extent possible.

The selection process for the hiring of temporary non-classified employees is at the discretion of the department head (Principal, Director of Outreach, Director of Special Services, etc.) Although formal interviewing and hiring procedures are not required, department heads are required to follow Equal Opportunity and Affirmative Action policies. All non-classified employees working 1385 hours must be recommended to the Superintendent for hiring approval. All substitutes must be approved by the Principal. Upon approval by the Superintendent or Principal the department head is responsible to ensure that the individual is referred to the Human Resources Office for orientation and completion of hiring paperwork.

Temporary non-classified employees who work over 20 hours per week and are expected to work for longer than five (5) consecutive months will receive all fringe benefits. Temporary non-classified employees who work less than 20 hours per week or who work more than 20 hours per week but are expected to work less than five consecutive months, will not receive benefits but are credited for state service. Re-employed retirees from the PERSI system must work under 20 hours per week or less than five (5) consecutive months to maintain retired status.

Temporary non-classified employees will be paid at an hourly rate determined by the school. This rate will be non-discriminatory among temporary staff but may be less than classified or other temporary employees doing similar work.

Temporary non-classified employees do not have a right to the formal problem solving procedure and may be dismissed without cause or formal notice. All School Equal Opportunity and Affirmative Action policies apply to temporary non-classified employees.

It is each department head's responsibility to ensure that temporary non-classified employees do not exceed 1385 hours worked in any 12 month period.

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This equates to 26 hours per week for 52 weeks, 7.4 hours per day for 185 days or 7.6 hours for 180 days.

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Approved/Revised – February 2005

Harvey W. Lyter III, Interim Superintendent